

**SECRET**OP  
Bry

## DRAFT BOOK DISPATCH

**SUBJECT:** Liberalized Procedure for Discontinued Service Retirement  
**REFERENCE:** Book Dispatch 7310, dated 6 February 1970

1. The referent Book Dispatch announced liberalized retirement procedures for eligible employees in both the Civil Service and Organization retirement systems. The liberalized procedures became available only to assist the Organization in reducing the number of personnel on duty to the authorized strength.

2. In paragraph 5 of the referent Book Dispatch we noted that retirements under the procedures outlined in the Book Dispatch should be scheduled to be effective in the near future, preferably not later than 30 June 1970. ~~Although~~ It was also noted that employees who attain eligibility between 30 June 1970 and 30 June 1971 will also be able to retire under the discontinued service option when eligible, provided the over strength situation on which the modified procedures is based still exists at the time <sup>that</sup> of scheduled retirement.

3. It is now clear that the over strength situation which permits this type of retirement will continue to 30 June 1971. Therefore, any employee, regardless of career service, who is interested in applying for retirement under the option described in the referent Book Dispatch should inform his Chief of Station or Base, who will in turn notify Headquarters.

**SECRET**

**SECRET**

4. Chiefs of Station and Base are requested to bring the contents of this dispatch and the referent dispatch to the attention of personnel who are or may be eligible under the criteria given in paragraphs 3 and 4 of the referent Book Dispatch.

**SECRET**

**DISPATCH**

CLASSIFICATION

S-E-C-R-E-T

PROCESSING ACTION

MARKED FOR INDEXING

TO

Chiefs of Station and Base

X

NO INDEXING REQUIRED

INFO:

ONLY QUALIFIED DESK  
CAN JUDGE INDEXING

FROM

Chief, [REDACTED]

MICROFILM

SUBJECT

Liberalized Procedure for Discontinued Service Retirement

ACTION REQUIRED - REFERENCES

1. BD 7310, dated 6 February 1970, announced a liberalized retirement procedure which was available to employees meeting certain age and service requirements. For easy reference, a listing of the principal provisions of BD 7310, is attached.

2. BD 7310 noted that the liberalized procedure would remain in effect through 30 June 1971, provided the overstrength situation on which it was based continued until then. It is now clear that the overstrength situation will continue until 30 June 1971. Consequently, any employee, regardless of career service, who is now eligible or will become eligible by that date, and who is interested in applying for retirement under the liberalized procedure, or who wishes to obtain additional information regarding eligibility, annuity, benefits, etc., should inform his Chief of Station or Base, who will in turn notify headquarters. The application or inquiry will be coordinated at headquarters with the responsible career service and the Office of Personnel, and the employee will be given pertinent guidance or instructions as soon as possible.

3. Chiefs of Station and Base are requested to bring the contents of this dispatch and its attachment to the attention of personnel who may be eligible to retire under the liberalized procedure.

25X1A

Attachment

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

DATE

Book Dispatch #7531

3 Aug. '70

Approved For Release 2002/01/11 : CIA-RDP84-0000000200220003-8

S-E-C-R-E-T

SECRET

SO Att. to  
BD ~~7310~~ 7J31

Principal Provisions of BD 7310

1. To assist agencies to make adjustments in on-duty strength to conform to reduced personnel ceilings, the Civil Service Commission has liberalized the requirements for employees to qualify for discontinued service retirement under the Civil Service retirement system.

2. The Organization is making this liberalized retirement arrangement available to eligible employees who may be interested in applying for early retirement. Our internal procedures will differ in some respects, however, from those which are applicable generally. Normally, typical reasons which qualify an individual for discontinued service retirement benefits include abolishment of position and the operation of classical reduction in force programs. Under the liberalized approach as adopted for application by the Organization, any eligible employee may elect to accept discontinued service retirement and receive an immediate annuity, without regard to requirements such as the abolishment of his position. The liberalized procedures will be extended also to participants in the Organization retirement system who meet conditions of eligibility specified in paragraph 4 below.

3. An employee in the Civil Service retirement system is eligible to retire under the discontinued service option if he:

- a. is 50 years of age or older and has completed 20 years of creditable Federal service, or
- b. regardless of age, has completed 25 years of creditable Federal service.

His annuity is reduced one-sixth of one percent for each month (2% for each year) he is under age 55. For example, in the case of an employee who is 54 years old at the time of retirement and whose annuity, computed on the basis of length of service and high-three average salary, would be \$850 per month, the reduction would be \$17 (2% of \$850), so that he would receive an annuity of \$833 per month.

4. An employee in the Organization retirement system is eligible to retire under a similar option if, regardless of age, he has completed 25 years of creditable Federal service, including 10 years of Organization service and 5 years of qualifying service. No reduction in annuity will be made for age.

S-E-C-R-E-T

**SECRET**

5. Since the liberalized retirement procedures may be used only to assist the Organization in reducing the number of personnel on duty to the authorized strength, they may not be continued in effect indefinitely. Retirements under these procedures should therefore be scheduled to be effective in the near future, preferably not later than 30 June 1970. Employees who attain eligibility under the criteria specified above between 30 June 1970 and 30 June 1971 will also be able to retire under the discontinued service option when eligible, provided the overstrength situation on which the modified procedure is based still exists at the time of scheduled retirement.

6. Retirement under the liberalized procedures is at the option of the individual. To meet administrative requirements, however, it will be necessary in each case, after the employee has indicated his wish to retire under the option, for headquarters to request his resignation based on a determination that he is surplus to the needs of the Organization. The retirement will then be documented as a resignation in lieu of involuntary retirement. The Office of Personnel has given the assurance that, despite this necessary documentation, the new procedure is, in effect, another form of voluntary retirement and is not adverse in nature.

S-E-C-R-E-T

**DISPATCH**

CLASSIFICATION

PROCESSING ACTION

S-E-C-R-E-T

MARKED FOR INDEXING

~~Chiefs of Station and Base~~

X

NO INDEXING REQUIRED

ONLY QUALIFIED DESK  
CAN JUDGE INDEXING

FROM

SUBJECT

~~Liberalized Procedure for Discontinued Service Retirement~~

ACTION REQUIRED - REFERENCES

Principal Provisions of BD 7310

1. To assist agencies to make adjustments in on-duty strength to conform to reduced personnel ceilings, the Civil Service Commission has liberalized the requirements for employees to qualify for discontinued service retirement under the Civil Service retirement system.

2. The Organization is making this liberalized retirement arrangement available to eligible employees who may be interested in applying for early retirement. Our internal procedures will differ in some respects, however, from those which are applicable generally. Normally, typical reasons which qualify an individual for discontinued service retirement benefits include abolishment of position and the operation of classical reduction in force programs. Under the liberalized approach as adopted for application by the Organization, any eligible employee may elect to accept discontinued service retirement and receive an immediate annuity, without regard to requirements such as the abolishment of his position. The liberalized procedures will be extended also to participants in the Organization retirement system who meet conditions of eligibility specified in paragraph 4 below.

3. An employee in the Civil Service retirement system is eligible to retire under the discontinued service option if he:

- a. is 50 years of age or older and has completed 20 years of creditable Federal service, or
- b. regardless of age, has completed 25 years of creditable Federal service.

His annuity is reduced one-sixth of one percent per month for each month (2% for each year) ~~the individual~~ <sup>he</sup> is under age 55.

4. An employee in the Organization retirement system is eligible to retire under a similar option if, regardless of age, he has completed 25 years of creditable Federal service, including 10 years of Organization service and 5 years of qualifying service. No reduction in annuity will be made for age.

CROSS REFERENCE TO

DISPATCH SYMBOL AND NO

Book Dis**SECRET**

Approved For Release 2002/01/11 : CIA-RDP84-00688R000200220003-8

S-E

For example, in the case of an employee who is 54 years old at the time of retirement and whose annuity, computed on the basis of length of service and high-three average salary, would be \$850 per month, the reduction would be \$17 (2% of \$850), so that he would receive an annuity of \$833 per month.

CONTINUATION OF  
DISPATCH

CLASSIFICATION

S-E-C-R-E-T

DISPATCH SYMBOL AND NUMBER

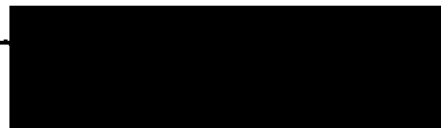
Book Dispatch #7310

5. Since the liberalized retirement procedures may be used only to assist the Organization in reducing the number of personnel on duty to the authorized strength, they may not be continued in effect indefinitely. Retirements under these procedures should therefore be scheduled to be effective in the near future, preferably not later than 30 June 1970. Employees who attain eligibility under the criteria specified above between 30 June 1970 and 30 June 1971 will also be able to retire under the discontinued service option when eligible, provided the overstrength situation on which the modified procedure is based still exists at the time of scheduled retirement.

6. Retirement under the liberalized procedures is at the option of the individual. To meet administrative requirements, however, it will be necessary in each case, after the employee has indicated his wish to retire under the option, for headquarters to request his resignation based on a determination that he is surplus to the needs of the Organization. The retirement will then be documented as a resignation in lieu of involuntary retirement. The Office of Personnel has given the assurance that, despite this necessary documentation, the new procedure is, in effect, another form of voluntary retirement and is not adverse in nature.

~~7. Any employee, regardless of career service, who is interested in applying for retirement under the option described above, or who wishes to receive additional information concerning eligibility, annuity, benefits, etc., should inform his Chief of Station or Base, who will in turn notify headquarters by a dispatch addressed to the area division concerned. The application or inquiry will be coordinated at headquarters with the responsible career service and the Office of Personnel, and the employee will be given pertinent guidance or instructions as soon as possible.~~

~~8. Chiefs of Station and Base are requested to bring the provisions of this dispatch to the attention of personnel who are or may be eligible under the criteria given in paragraphs 3 and 4 above.~~



2

FORM  
8-64  
(40)

53a

USE PREVIOUS EDITION.

CLASSIFICATION

S-E-C-R-E-T



CONTINUED

PAGE NO.

2

25X1A

Approved For Release 2002/01/11 : CIA-RDP84-00688R000200220003-8

Approved For Release 2002/01/11 : CIA-RDP84-00688R000200220003-8